

## VOLUNTEER FIRE BRIGADES VICTORIA ROLE DESCRIPTION

<b>Position Title:</b> Executive Officer	
<b>Reports To:</b> VFBV CEO	<b>Location:</b> VFBV Office, Burwood East
<b>Remuneration:</b> Negotiable depending on experience (circa \$100k plus super)	<b>Hours:</b> Full time – Flexible (Significant after hours)

Volunteer Fire Brigades Victoria (VFBV) is the body established under Victorian law, the Country Fire Authority Act, to represent CFA volunteers on all matters that affect their welfare and efficiency. VFBV is an independent Association operating autonomously from CFA, but at the same time working closely with CFA and other key stakeholders, to engage volunteers in CFA and other deliberations and provide advice on all matters affecting CFA volunteers.

VFBV’s membership base is CFA Brigades and Groups. VFBV works actively to represent the interest of all CFA volunteers working from individual members of Brigades, elected District Councils and State Councillors, and the VFBV Board. VFBV employs a small staff, most of whose members are also CFA volunteers.

Through a state-wide network of District Councils and elected volunteer representatives, VFBV maintains direct links with grass roots volunteers over their issues, needs and concerns.

The VFBV Board works with a broad range of key stakeholders including State and Federal Government, Statutory Authorities, Emergency Management Victoria, Councils and Municipalities, and CFA for strategic consultation on matters impacting on volunteers whether policy development, volunteer welfare, volunteer support, equipment and infrastructure, volunteer development or planning for CFA’s future.

VFBV seeks to build greater awareness, respect and support amongst all levels of government, media and in the wider community for CFA Volunteers and their fundamental and central role in the CFA as an ever more effective volunteer-based fire and emergency service for the people of Victoria. Respect, recognition and practical support for volunteers and their families for their self-sacrifice and the commitment they make to protect our community are key requirements for building and sustaining volunteerism for a safer Victoria.

VFBV shares with CFA a commitment to a community-based volunteer and integrated fire and emergency service which delivers a safer Victoria. VFBV is a not for profit registered Association.

**Primary Purpose of the Role:**

Reporting to the CEO, this senior position involves working in a team environment to address issues impacting on all volunteers and representing VFBV on committees and working parties. You will work actively with VFBV State Council and District Councils with an aim to ensure volunteers’ views are understood and that issues of concern can either be resolved locally or escalated through appropriate channels.

The role has responsibility for the provision of expert technical, practical and strategic advice on matters affecting CFA volunteers. The role provides important leadership support to VFBV’s network of consultative forums, committees and working parties, as well as providing senior level support to the CEO in developing and managing relationships and partnerships with key stakeholders.

The role has responsibility for:

- provision of authoritative and expert technical, practical and strategic advice including leadership and direction to VFBV’s network of consultative forums, committees and working parties;
- provision of senior level support to the VFBV CEO in developing and managing relationships and partnerships with key stakeholders on behalf of VFBV.
- development of strategic advice and informed opinion and/or policy positions on matters of importance to Volunteers
- advocate on behalf of Volunteers and work with industry, government, media and other emergency management stakeholders to improve outcomes for our emergency service Volunteers
- provision for managing the VFBV Support Officer team and support, leadership and service to VFBV State Council, District Councils and Joint Committees;
- provide leadership and/or support to specific projects, initiatives, and issues requiring resolution

The position is part of a small team reporting to the VFBV CEO, gathering and analysing volunteers' views, so that VFBV can formulate policy and direction, and advocate volunteer views to CFA and Government in a logical and well researched manner.

You will work actively with VFBV members and delegates to ensure issues of concern to volunteers are identified, understood and resolved. You will perform a key role in supporting VFBV to inform and seek views from volunteers and to ensure that mechanisms for volunteer engagement and input are functioning effectively so that issues affecting the welfare and efficiency of CFA volunteers can be either resolved locally or addressed with CFA, Government or other bodies.

As the team at VFBV is small in number, all members of the VFBV team are called upon to be flexible in the tasks they undertake including other specific initiatives or projects as determined by the CEO to maintain and build an even more effective volunteer based CFA.

## **Key Result Areas**

The role works very closely with and in support of the VFBV CEO and duties include but are not limited to:

### **1. Policy Development and Advocacy**

- prepare policy positions, discussion papers and submissions based on direct volunteer input and feedback
- obtain volunteer views & inputs and engage volunteers in policy discussion and formation
- advise and proactively support VFBV to strategically influence policy, research, initiatives, and decisions impacting on volunteers
- support VFBV to monitor and interpret key government and sector policy, legislation, regulatory developments and emergency management trends to identify and predict implications on members
- establish and maintain constructive relationships with key stakeholders to ensure that VFBV policy and positions are well informed and understood
- contribute to the development of VFBV policy and position statements via issues research, consultation with volunteers and stakeholders
- advocate and lead discussions with CFA senior management to resolve issues of concern to volunteers

### **2. Issue Management**

- lead, manage and support VFBV processes and consultative forums to identify and understand issues of concern to volunteers
- monitor and support local issue resolution and processes
- escalate issues of concern and bring to the attention of CFA through appropriate channels
- maintain issue registers to track progress of issues raised by VFBV consultative processes
- recommend workable solutions to identified volunteer issues
- take appropriate action consistent with stakeholder direction to monitor and follow-up on matters raised
- develop and implement project work in support of Board and State Council directions
- consultation and advocacy with CFA management and representing the VFBV CEO on specific issues as directed

### **3. Strategic Analysis and Advice**

- conducting research and analysis to contribute to issues papers, and providing support as required
- providing development and guidance to VFBV committees or mini-summits/workshops through planning and structuring these activities, analysing the outputs, synthesizing these into response papers and providing advice to the VFBV CEO and Board
- preparation of reports and submissions on various CFA and external review procedures (eg. Government reviews).

### **4. State & District Council Support & Facilitation**

- canvas State & District Council Executive views on a range of matters
- provide support and advice to State & District Council Executive team members on governance, procedural matters and issues management
- develop proactive approaches & strategies to support and engage volunteer input into decisions and discussions

- prepare and contribute to decision, discussion and information papers to assist State Council deliberations and discussion
- preparing agendas, guest speakers and issue briefings for State Council as required
- manage access to appropriate mentoring and support of VFBV officials to assist and support their specific roles
- manage and support all Association events and forums, including the annual State Championships
- assist State and District Councils to achieve their purpose as set out in VFBV Constitution

#### **5. Executive Officer function to key VFBV committees and forums**

- actioning decisions from committee and Association meetings
- preparing necessary correspondence from committee and Association meetings
- contributing to effective, results focussed joint committee and other specialist working groups
- responding to brigade and district council enquiries.

*To attend joint consultative committees and working parties as agreed to:*

- promote issues important to all volunteers
- recommend adaptable solutions to identified volunteer issues
- provide contributions to internal and external communications on the issues raised.

*Represent VFBV at meetings such as:*

- Joint committees with CFA
- Working parties
- Government departments
- Brigades
- District Councils

#### **6. Other tasks as determined by the VFBV CEO including but not limited to:**

*Advocacy and Welfare*

- provide advice to members on enquiries and matters relating to the Volunteer Code of Conduct, Equity & Diversity within CFA and advocate the carriage of procedural fairness in matters impacting on all CFA volunteers
- provide / coordinate member support on matters concerning disputes and discipline

*Communications*

- support internal and external VFBV communications
- conducting group briefings, presentations and perform public speaking duties
- develop and provide timely briefings, submissions and correspondence on key issues
- facilitate access to and dissemination of relevant information and/or policy positions to members

*Leadership and Change Management*

- plan the introduction of processes and work routines that enhance the efficiency of the VFBV Secretariat
- contribute to a focus for Secretariat staff to provide 'excellence' in customer service and responsiveness
- plan for and provide advice on staff and senior volunteer delegate professional development programs
- contribute to a culture of 'continuous improvement' of systems and processes to support our members

### **Key Selection Criteria:**

- Applicants need to have an understanding and appreciation of issues relevant to CFA brigades and volunteerism in general.
- Applicants will ideally have significant experience and demonstrated success in organisational administration in volunteer or not for profit organisations.
- The position requires a person with sound communication and advocacy skills; demonstrated ability to represent views of constituents and a track record of being able to manage resolution of issues; and coordinate multiple tasks/projects plus an ability to build and maintain relationships across a range of organisational levels.
- Applicants need to be able to demonstrate an ability to establish productive relationships within our own membership base and also with people who influence decisions about matters affecting volunteers.
- Knowledge of the CFA organisational structure, volunteer network, CFA procedures, practices, policies and precedents is essential.
- Ability to apply logical administrative procedures to produce outcomes, scheduling tasks to meet agreed output deadlines is essential.
- Knowledge of VFBV District Councils and CFA consultative processes is desirable. Ideally, the applicant would be expected to have gained substantial experience within CFA and have knowledge of CFA matters.
- Skill in supporting meetings through provision of briefing and discussion papers and producing clear agreed outcomes is required.
- Interpersonal skills that demonstrate reasoning, problem solving, adaptability and negotiability are required.
- Experience in making formal presentations and facilitating effective discussions is desirable.
- Highly-developed written and oral communication skills are required.
- Well developed negotiation skills are required.
- Knowledge of computers, word processing, spreadsheet, e-mail and Internet is essential. Intermediate knowledge of and use of spreadsheets for budgeting is desirable.
- Previous experience in developing written position papers would be an advantage.
- Understanding of the Victorian Emergency Management system would be an advantage.
- Understanding and knowledge of the work of CFA and/or other emergency service volunteers would be highly advantageous.

### **Other relevant information:**

- Applicants must be prepared to work flexible hours as many Association meetings are held on weekends.
- Recognising that the position supports brigades across Victoria, the position involves considerable travel including weekend and evening work required to support our volunteer membership base. There is also a requirement to attend a significant number of afterhours meetings and to travel within country Victoria.
- The position is based at VFBV Burwood office.
- Current Victorian Drivers Licence is required. A vehicle for work related travel is supplied.
- The VFBV Office is located in a smoke free work environment.